

Brewster Public Library Materials Borrowing Policy:

1 RATIONALE AND SCOPE: In order to insure fair and equitable access to the materials and information in the Library's collection, Brewster Public Library sets policies for length of loan periods, renewals, reserves, fines and fees. The Library determines which materials may be borrowed and who is eligible to borrow them.

2 ELIGIBILITY AND REGISTRATION: CATEGORIES OF ELIGIBILITY

Individual Library Cards:

- Persons who reside in the Mid-Hudson Library System service area are issued a library card at no charge upon presentation of acceptable identification and proof of residency* in person. Residents in good standing must have cards renewed every three (3) years at which time residency will be verified. This card may be used at any one of the member libraries in the Mid-Hudson Library System.
- Persons who work, attend school or own property in the Town of Southeast and who reside outside the Mid-Hudson Library System service area are issued a library card, at no charge, upon presentation of acceptable identification and proof of employment or school attendance. Persons who **reside outside** the Mid-Hudson Library System service area may obtain a Brewster Public Library card upon presentation of acceptable identification and proof of residency*, in person, and payment of an annual non-resident's fee. Patrons in good standing must have cards renewed every year, at which time residency will be verified and the annual fee collected.

Temporary Library Cards:

- Temporary library cards may be issued to people living in the Town of Southeast on a temporary basis or are visiting relatives long-term. There is a \$25 fee which is refundable when the library patron leaves the area and returns the card. To apply for a temporary library card: a person must show acceptable identification*, give proof of temporary residency* and must provide the library with a permanent address. Persons with a Temporary card are limited to a total of five items checked out at any given time. This card expires in 180 days and may be renewed. Other restrictions may apply.

Organization Library Cards:

- Community organizations, schools, government entities and businesses of the Town of Southeast may apply for an organization borrower's card with the full privileges afforded an individual library card holder. A letter on official letterhead signed by the president or chief administrative officer is required. The library card shall be kept by the representative of the organization and may be used for official purposes only. The organization is financially responsible for all materials checked out on the organization borrower's card.

Applicants must verify the accuracy of the information on the registration form, read the statement of responsibility, and provide an original signature on the form. For applicants under the age of eighteen, the parent, custodial parent, or legal guardian must be present with the applicant, accept responsibility for the use of the child's library card, and sign the registration form.

***Acceptable Identification/Proof of Residency:**

- Photo ID with current address
- Photo ID AND one of the following:
 - Telephone, utility, rent or tax bill
 - Imprinted checks with current residential address.

3 **BORROWING LIBRARY MATERIALS**

- **RESPONSIBILITY:**

In order to borrow library materials, a patron must present a valid library card or photo ID at the time of check out. The patron is responsible for all library materials checked out on his/her library card. Library Cards are not transferrable. For patrons under the age of 18; the adult who signed the registration form takes this responsibility.

- **LOAN PERIODS AND LIMITS:**

Loan periods and limits are designed to balance the individual user's needs against those of the user community. The following items may be borrowed for 28 days**: books, books on CD (including Great Courses on CD), playaways, music CDs, and magazines. The following items may be borrowed for 7 days: DVDs, Blu-rays, videocassettes, and computer software discs. The following items may be borrowed for 14 days: Great Courses on DVD, TV series, Roku devices, E-readers (Nook and Kindle), and GPS. The library reserves the right to limit materials as necessary.

**High-demand items may temporarily be assigned a 7 or 14 day loan period.

- **RENEWALS:**

A circulating item may be renewed if it is not on hold for another patron. Items may be renewed in the library, by telephone, by e-mail, or online via logging into the patron's account. Unless there are other patrons waiting for the item, books and magazines may be renewed twice; all other items (except Museum Passes) may be renewed once.

- **RETURN OF ITEMS :**

Items may be returned to any library in the Mid-Hudson Library System. Anything returned to Brewster Public Library before the library opens for the day is considered returned the previous day.

- **CLAIMS RETURNED:**

If a patron feels that he/she has returned an item and if that item is not on the shelf, then the user may claim the item returned with no penalty. If the patron subsequently returns the item, then the applicable overdue fine will be charged. There is a limit of three (3) "claims returned" per user, after which library privileges will be suspended.

- **NON-CIRCULATING ITEMS:**

Newspapers and items whose physical format is very susceptible to damage do not circulate. In addition, items that have been designated for reference use do not circulate. The Library Director may grant exceptions to this rule.

- **DISCLAIMER:**

The Library does not accept any responsibility for damage caused to patrons' equipment as a result of using borrowed media.

4 **FINES AND FEES**

- Overdue fines are assessed for items returned past their due date. The following items have an overdue fine of 10 cents per day with a maximum fine of \$5.00: books, books on CD (including Great Courses on CD), magazines, and music CDs. The following items have an overdue fine of 50 cents per day with a maximum fine of \$10.00: videocassettes, DVDs, Blu-rays, Great Courses on DVD, and computer software

discs. Interlibrary loan items (from outside the Mid-Hudson Library System) have an overdue fine of 25 cents per day. Specialty items, such as museum passes, equipment and realia, are subject to larger overdue fines, of which the patron is made aware upon checkout.

- Lost or damaged items are assessed at their current, full replacement costs. The library does accept replacement materials upon the approval of the Library Director. If the item is found, then a refund of the replacement cost will be made upon presentation of a receipt within six (6) months.
- The Library Director has the option of waiving or reducing charges if it is determined that there are extenuating circumstances.
- Items belonging to other libraries are subject to the owning library's fines/fees policy.
- Lost library cards \$3.00
- Non-resident card \$25.00 per year

5 SPECIAL SERVICES

• **RESERVES OR SYSTEM HOLDS:**

Library users may place a reserve or hold on circulating items within the Mid-Hudson Library System. Patrons may reserve these materials at any Mid-Hudson Library System library, by telephone, by e-mail, or via the Library's online catalog. There are no applicable charges.

• **INTERLIBRARY LOAN REQUESTS**

Library users may request that the Library attempt to locate and borrow for their use a specific book or magazine article that is not available in the Mid-Hudson Library System. The circulation policies of the lending library will prevail. The lending library may charge a fee for its service. The lending library may limit the number of interlibrary loan requests that it will accept.

6 CONFIDENTIALITY OF LIBRARY USER RECORDS

Pursuant to New York State Civil Practices Law and Rules Article 45§4509, all Library records that identify types of materials used by or personal information about individuals are confidential in nature. Under no circumstances shall Library staff provide information of any kind about an individual Library user. No Library records shall be made available to the public, press, or governmental agency, except by such process, order or subpoena authorized by federal, state, or local law, or upon the written consent of the Library user. Only the Library Director is authorized to accept the court order or subpoena.

Detailed **PROCEDURES FOR HANDLING REQUESTS FOR LIBRARY RECORDS** are found in the Brewster Public Library Policy and Procedures regarding Confidentiality of Library records and US Patriot Act Compliance.

7 PROTECTION OF COPYRIGHT

It is the intent of the Brewster Public Library to comply with Title 17 of the United States Code, titled "Copyrights" and other federal legislation related to the duplication, retention, and use of copyrighted materials. Audiovisual materials for which the Library has purchased public performance rights will be so indicated in the bibliographic record. Items without public performance rights are for personal and home use only. Library staff will follow copyright law in selecting and using materials for public performances.